NDE Bulletin August 22, 2013

How to contact the NDE Helpdesk

There are three ways to contact the NDE Helpdesk with questions.

All three ways get to the same place, so <u>please only use one of the following options</u>. If you send more than one request this may delay our response as we coordinate all requests.

Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available
in the upper right corner of the Collection Announcement page. This will be the fastest way to get your
request to the NDE Helpdesk.

OR

2. Email: nde.helpdesk@nebraska.gov

OR

a. Call Toll Free: 888-285-0556

Please leave your full name, organization, call back number and a brief description of your question.

ALSO: If you have contacted your area's NDE Trainer, please do not also contact the Helpdesk. Multiple contacts will delay the response.

THANK YOU!

NEW

2012-2013 Special Education Final Financial Reports

Contacts: Financial Questions, Greg Prochazka (402-471-4314 or greg.prochazka@nebraska.gov)
Financial Questions; Data Input Questions, Lori Adams (402-471-2637 or lori.adams@nebraska.gov)

The Special Education Final Financial Reports for 2012-2013 school year are due as follows:

Birth to Age Five (BAF FFR) (NDE 06-025) – Due on or before **October 1, 2013** - copies of contracted services billings are **NOT** required. This form can be found on the NDE Portal under the Forms tab.

Transportation (TRANS FFR) (NDE 06-016) - Due on or before **September 30, 2013**. This form can be found on the NDE Portal under the Forms tab.

School Age (SA FFR) (NDE PORTAL) - Due on or before **October 31, 2013** - copies of contracted services billings **ARE** required (Collection Opens – September 1). This collection can be found on the NDE Portal under the Data Collections tab.

School Age (SA FFR) – New for 2012-2013 - NDE will be comparing the "professional" staff reporting to the NSSRS Staff Reporting, the staff reported in School Age Final Financial should be reported in NSSRS Staff Reporting. If you have omitted staff or reported staff in error that you want to include in the Special Education and Support Services Final Financial Report for School Age Students SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 NSSRS Staff Reporting.

School Age (SA FFR) – New for 2012-2013 - NDE will be comparing the "substitute" reporting to the Substitute Teachers collection in the Consolidated Data Collection (CDC). If you have omitted staff or reported staff in error that you want to include in the SPED And Support Svc School Age Final Financial, you will have to submit a Request to Submit Data Late or Make Data Changes in the Consolidated Data Collection. Complete the form with type of Data Collection: NDE Data Collection; School Year: 2012-2013; Collection Request: SPED and Support SVC School Age Final Financial. Complete the form with the text describing the problem and the reason for the request. Once this request has been received a team will review the request and approve or deny the

request. If the request is approved the NDE Helpdesk will work with the district to update the 2012-2013 CDC Substitute Teachers.

This change to compare the "substitute" staff will also affect how staff with a "staff type of -4" are entered/uploaded into the SA FFR. All "substitute" staff either long term or short term need to be entered individually with their own NDE Staff ID.

If you have any questions on these processes please contact Lori Adams (402-471-2637 or lori.adams@nebraska.gov) or the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov.

Reminder - The Final Financial Reports for **both** Birth to Age Five and School Age no longer collects staff data based on Social Security Number. All staff being claimed on the Final Financial Reports must have a NDE Staff ID. For assistance with the NDE Staff ID contact the NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Please refer to 92 NAC 51 for information regarding late submission of required forms. Nebraska Department of Education is now required to give school districts an annual "determination rating" regarding compliance with IDEA Parts B & C, as a result of the reauthorization of IDEA 2004. Included within the federal criteria being considered by NDE are: (1) timely and accurate submission of special education fiscal data and, (2) special education fiscal audit findings.



Annual Caseload Count of Children in Local Institutions For Neglected or Delinquent-Collection

Reporting on CDC-Open Sept 1-Due Dec 5

Contact: Pat Frost (402 471-2478), Title I

The Title I Annual Caseload Count of Children in Local Institutions for Neglected or Delinquent from the 5 districts with county detention centers located within their districts, and from the 16 districts with neglected facilities located within their districts will now report form NDE: 04-017 on the CDC. Notifications will be sent to the districts. Complete directions are located on the CDC.



ESEA/NCLB Consolidated Application

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

The 2013-14 NCLB Consolidated application is TENTATIVELY set to open on Wednesday, August 28th, with a due date of October 15, 2013 (11:59 p.m.). Titles I-A, I-D, II-A, III-LEP, & III-IE are included in the application. Allocations are available on the NDE Federal Programs website (http://www.education.ne.gov/federalprograms/Index.html) beneath the header, "Financial Files and Allocations."



Title III Professional Development – Opens September 1, due on October 1. The audit window

closes on October 15

Title III subgrantees only

Contact: Nancy Rowch 402-471-2477 (<u>nancy.rowch@nebraska.gov</u>) or Terri Schuster 402-471-4694 (<u>terri.schuster@nebraska.gov</u>)

Districts or Educational Service Unit consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year.



Paraprofessionals in Title I Schools

Contact: Cathy Mohnike (402-471-1419 or <u>cathy.mohnike@nebraska.gov</u>)
OR Beth Zillig (402-471-2452 or beth.zillig@nebraska.gov)

In Title I Schoolwide buildings, ANY INSTRUCTIONAL PARAPROFESSIONAL must meet the NCLB highly qualified requirements PRIOR TO WORKING WITH STUDENTS.

In a Title I Targeted Assistance School ANY PARA PAID WITH TITLE I FUNDS must meet the NCLB highly qualified requirements.

Paraprofessional Requirements are available on the NDE Title I page beneath the header "Paraprofessional and Requirements" in the right hand

column. http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html



NDE Student Unique Identifier – Time to Update

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Prior to submitting Student template for the first time for 2013-2014 school year, all new and returning students should have their Unique Identifier (State Id's) assigned/updated. Please update the information on all returning students that has changed (grade level, school building and school year). Non-public systems will also follow this process to update student Unique IDs and enter new students who need IDs assigned.



Revised Reporting Rules

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

To make more data available for the public and districts, NDE has revised the rules for masking data to protect personally identifiable information when reporting. These revised rules are being implemented with the 2012-13 NeSA results available August 13 on the 2013 SOSR Preview accessed through the NDE Portal. To assist districts in comparing performance from last year to the current year, the data on the 2011-12 State of the Schools Report has also been changed to reflect the revised rules. The revisions to the masking rules involve the reporting of student performance on NeSA tests and include: (a) only percentages will be displayed on the performance reports, (b) all percentages will be rounded, (c) percentages will be displayed when there are 5 or more results at a performance level, and (d) all data will continue to be masked for groups with fewer than 10 students. With these changes, complimentary masking as applied last year is no longer necessary. Please see the Data Access and Use Policy and Procedures (revised August 2013) at

http://www.education.ne.gov/NSSRS/docs/Nebraska_Data_Access_and_Use_Policy_and_Procedures.pdf



NSSRS Data Manager now open for the 2013-2014 School Year

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The NSSRS Data Manager is now open and accepting data submissions in the 2013-2014 Fall Collection window for the 2013-2014 school year. In addition, the 2012-2013 Follow-Up Collection #1 window is open. To review the submissions allowed during both of the collection windows, please refer to the 2013-2014 NSSRS Calendar at http://www.education.ne.gov/nssrs/Resources.html#Calendar.



NSSRS Data Manager: "Notice of Data Redisclosure"

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

As last year, prior to submitting 2013-2014 data, a district's NSSRS Data Manager "District Approve" user must indicate understanding of data re-disclosure requirements, which require NDE to make data submitted available to Nebraska postsecondary institutions (Neb. Rev. Stat. Section 79-776), and to other districts where a student intends to enroll. This "splash screen" is the notification required under the Family Educational Rights and Privacy Act (FERPA). FERPA requires advance notification and development of the new P-16 data system continues.

The "District Approver" (district administrator) user indicates understanding by clicking the "I Understand" button prior to any submissions. Other users of NSSRS Data Manager will only be presented with the option to click the "Close this Window" button. All users will be presented with a notice of data redisclosure the first time logging into NSSRS Data Manager each day and must click the "I Understand" button in order to gain access to this system.



Reporting Summer 2013 Transfer Out Students and Changes to the 2013-2014 NSSRS

Calendar

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The 2013-2014 NSSRS Calendar has been updated to provide additional guidance for School Enrollment submissions during the 2012-2013 Follow-up Collection #1 submission window. Students who transfer out of the district after the last day of the 2012-2013 school year but before the first day of the 2013-2014 school year can be reported in one of two ways.

- 1. Exit them out of the 2012-2013 School Year Upload School Enrollment record for the 2012-2013 school year during the "2012-2013 Follow-up Collection #1" submission window which is open August 15-October 15, 2013. Additional language has been added to this collection window allowing Summer 2013 Inter-District Transfers as allowable records to be submitted during this submission window. This is the preferred option.
- or
 2. Enter them into 2013-2014 Student Template (0 FTE) and exit them in the 2013-2014 School Enrollment Record with enrollment code 201 (Transfer Out) as of the first day of school. Submit during the "2013-2014 Fall Collection" submission window which is open August 15-October 15, 2013.



2013-2014 NSSRS Student Template Instructions Updated

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The 2013-2014 NSSRS Student Template instructions have been updated to provide additional guidance on the Student Summary Attendance template and Days In Session. The updated instructions can be found on the NSSRS Resources page at http://www.education.ne.gov/nssrs/Resources.html#Instructions.



2013-2014 Staff Reporting - Open August 15 - Due September 15

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The 2013-2014 Staff Reporting collection is now open. State statute requires Public Districts and Nonpublic Systems to submit a Fall Personnel Report by September 15. The NSSRS Staff Reporting data collection is located

under the Student & Staff (NSSRS) tab in the portal. Special Purpose Schools (State Operated), Educational Service Units and Interim Programs (Rule 18s) should report during this timeframe as well. Options for submission are online entry and uploads.

Summer School Supplement in the Consolidated Data Collection - Due August 16

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The Summer School Supplement opened in the CDC on August 1. This collection is due on August 16. At the end of each regular school term the Nebraska Department of Education collects the attendance data for each school district and system in Nebraska. State total ADA is reported to the U.S. Department of Education and is used in formulas for allocating federal entitlement for Title 1, Impact Aid, Indian Education and other federal programs.

The federal government requires that the total aggregate days of attendance for summer school be added to the total aggregate days of attendance for the regular school term to provide the numerator for the calculation of state Average Daily Attendance (ADA). The **denominator** for this calculation is the average number of days in session during the regular school year. In this collection, Districts will report the total Prorated Days of Attendance for their Summer School Program. Only Public Districts are required to complete this form.

State of the Schools Report (SOSR) Calendar for 2013

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

** As of August 22, only 112 districts have reviewed AYP data and NeSA results in the SOSR Preview **

The following provides the dates when data and decisions will be available for review in the 2013 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for districts to review their data. The 2013 SOSR Preview will be available through the NDE Portal. Note, the Nebraska Performance Accountability System (NePAS) will be released to the public in August without the graduation component. Graduation rates and ranking will not be added until November in order to include students who graduate over the summer.

Date	Activity	
August 13, 2013	NeSA Reading, Math and Science results released to public (district and scho	
	level data only)	
August 13, 2013	Preliminary AYP results on the 2013 SOSR Preview for 30 day review	
August 13, 2013	NeSA Reading, Math and Science results (disaggregated) on 2013 SOSR	
	Preview	
August 27, 2013	NePAS in 2013 SOSR Preview without graduation data or ranking	
Sept. 13, 2013 *	Last day AYP appeals will be accepted	
Sept. 18, 2013 *	AYP results final on SOSR Preview	
	PLAS notification to districts will take place on or before this date.	
Sept. 27, 2013	SOSR 2013 released to the public	
October 4, 2013	PLAS list added to the SOSR 2013 Report Card	
Nov. 15, 2013	NePAS released with Graduation data and ranking, Drop-out data added to	
	SOSR	

^{*} Updated information 6/25/13

Contact: Valorie Foy (402-471-2495 or valorie.foy@nebraska.gov)

Assessment data are being prepared for release to school districts and to the public. Schedule below. Additional information on NeSA testing is available at the Statewide Assessment Website http://www.education.ne.gov/Assessment/Index.html

NeSA READING and MATH		
NeSA Reading, Math, and Science School and District Results	August 13	
released to public. Subgroup information remains embargoed until		
the release of the State of the Schools Report		

NDE Bulletin now available in RSS Feed

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at http://www.education.ne.gov/ndebulletins/index.html. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

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